



# POLICIES AND PROCEDURES

## MONTGOMERY COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

NO. 401

PAGE

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DATE

July 1, 1990

TITLE PURCHASING PROCEDURES

DIRECTOR APPROVAL

### PURPOSE

- 1.0 To establish formal purchasing procedures and provide for budget accountability.

### APPLICABILITY

- 2.0 All DFRS personnel.

### BACKGROUND

- 3.0 In August 1989, Purchasing Procedures were implemented to provide for improved efficiency and accountability. After six months of use, a review of the procedures was conducted. This policy incorporates the results of the review.

### RESPONSIBILITY

- 4.0 The Chief, Bureau of Management Services is responsible for oversight and supervision of this policy.
- 4.1 Bureau Chiefs are responsible for approving, in advance, all Petty Cash purchases and Call Orders, and submitting the Petty Cash Voucher Log to the Bureau of Management Services for quarterly review.
- 4.2 The Management and Budget Specialist is responsible for reviewing and approving purchase requisitions, monitoring the quarterly petty cash voucher log and call order log.
- 4.3 Bureau of Management Services aides are responsible for maintaining control logs as indicated in this policy and processing forms and requests as required.

### POLICY

- 5.0 The following positions have signature authority for approving Department Purchasing Requests.
- a) Director
  - b) First Deputy Chief
  - c) Chief, Bureau of Management Services
  - d) Management and Budget Specialist
  - e) Program Development Officer (CIP only)
  - f) Bureau Chief (Petty Cash only)
  - g) Bureau Chief (Purchase Approval Request)



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### Petty Cash

- 5.1 Personnel wishing to make a petty cash purchase (\$50.00 or less) must receive advance approval from a Bureau Chief, or one of the individuals listed in 5.0 if the Bureau Chief is not available. Approval must be obtained prior to a purchase being made.
- 5.2 Each Bureau must maintain a log of petty cash transactions. See Attachment 7.0 for format.
- 5.3 The Petty Cash Voucher Log must be submitted to the Bureau of Management Services on a quarterly basis for review.

### Call Order/Direct Payments

- 5.4 Call order purchases (maximum limit \$1,000) must receive advance approval from the Bureau Chief prior to issuance of the call order number.
- 5.5 All Purchase Approval Request Forms must include proper Department, Pseudo, and Object Codes.
- 5.6 The Bureau of Management Services must maintain a central Department log for all call order numbers. Call Order Numbers will be assigned by the Bureau of Management Services.
- 5.7 When merchandise is received, the invoice will be signed and dated to indicate receipt and a Direct Payment will be completed by each Bureau.
- 5.8 The Bureau of Management Services will maintain the central files of Direct Payments and invoices.
- 5.9 Direct Payments (an original and one copy) must be forwarded to the Bureau of Management Services for approval.

### Purchase Requisition/Contracts

- 5.10 Purchase Requisition Forms are required for purchases over \$1,000 and for any contractual agreements.
- 5.11 Forms must be forwarded to the Bureau of Management Services for approval and signature.
- 5.12 The Bureau of Management Services should be listed as the billing address on the Purchase Requisitions. The requesting Bureau may utilize its own address for delivery (See Attachment 7.3).



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Exception: For Purchase Orders which require monthly billing, invoices should be billed to the requesting Bureau. The original Purchase Order will still be maintained through the Bureau of Management Services.

- 5.13 Approved Purchase Requisitions will be forwarded to the Purchasing Department by the Bureau of Management Services.

#### PROCEDURE

##### Petty Cash

- 6.0 Personnel desiring to make Petty Cash purchases must contact their Bureau Chief for approval. With approval, the purchase may be made.
- 6.1 Receipt(s) from the purchase are submitted to the Bureau Chief's aide. The aide will record the purchase in the Petty Cash Voucher Log and type a Petty Cash Voucher.
- 6.2 After signing by the Bureau Chief, the voucher is returned to the purchaser. Signed vouchers are reimbursed at the Division of Revenue, 5th Floor, EOB.

##### Call Order/Direct Payments

- 6.3 A Purchase Approval Form is completed and forwarded to the Bureau Chief for signature.
- 6.4 Once approved, the form is submitted to the Bureau of Management Services. In emergency situations, the Bureau's aide may call the Bureau of Management Services and obtain a Call Order number.
- 6.5 A Bureau of Management Services aide will assign a Call Order Number and enter the necessary information in the central Purchasing Tracking System.
- 6.6 Once the Call Order Number is assigned, the Bureau can order the merchandise.
- 6.7 Upon receipt of the merchandise, the purchaser signs the invoice, types a Direct Payment and forwards the following to the Bureau of Management Services.
- a. The Invoice
  - b. The Direct Payment
  - c. One copy of the Direct Payment and invoice
  - d. Copy of Purchase Approval Form



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- 6.8 A Bureau of Management Services aide records payment in the central Department Call Order/Direct Payment Log, obtains an authorized signature, forwards the Direct Payment to Accounts Payable and places the Direct Payment copy in a central file.

### Purchase Requisitions/Contracts

- 6.9 A Purchase Requisition is completed and forwarded to the Bureau of Management Services. The billing for all Purchase Requisitions is the Bureau of Management Services, EOB, 101 Monroe Street, Rockville, Maryland 20850. The delivery address will be the appropriate address of the Bureau requesting the purchase.

Exception: For Purchase Orders which require monthly billing, invoices should be billed to the requesting Bureau. The original Purchase Order will still be maintained through the Bureau of Management Services.

- 6.10 A Bureau of Management Services aide logs the Purchase Requisition and forwards the requisition to the Management and Budget Specialist for review.
- 6.11 After review and approval signature by the Chief, Bureau of Management Services, the Management and Budget Specialist returns the requisition to the Bureau of Management Services aide, who forwards the requisition to the Office of Purchasing.
- 6.12 Purchasing processes and returns the Purchase Order to Bureau of Management Services.
- 6.13 Bureau of Management Services notifies the requesting Bureau of purchase approval by forwarding a copy of the Purchase Order.
- 6.14 When the order is received, the ordering Bureau signs and forwards the receipt to the Bureau of Management Services.
- 6.15 Upon receipt of the invoice from the vendor, the Bureau of Management Services signs the Purchase Order, forwards to Accounts Payable.

### ATTACHMENTS

- 7.0 Petty Cash Log
- 7.1 Request for Payment
- 7.2 Purchase Approval Request
- 7.3 Purchase Requisition



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A handwritten signature in black ink, appearing to be "J. H. [unclear]", written over the "DIRECTOR APPROVAL" line.

- 7.4 Petty Cash Flow Chart
- 7.5 Call Order/Direct Payment Flow Chart
- 7.6 Purchasing Requirements Flow Chart



DEPARTMENT OF FIRE AND RESCUE SERVICES  
MONTGOMERY COUNTY, MD.

PETTY CASH LOG  
FY \_\_\_\_\_

Submit Quarterly to Bureau  
of Management Services

July - September \_\_\_\_\_

October - December \_\_\_\_\_

January - March \_\_\_\_\_

April - June \_\_\_\_\_

Bureau of \_\_\_\_\_

Date	Voucher Number	Reimbursed To	Description	Amount
01. _____	PC			
02. _____	PC			
03. _____	PC			
04. _____	PC			
05. _____	PC			
06. _____	PC			
07. _____	PC			
08. _____	PC			
09. _____	PC			
10. _____	PC			
11. _____	PC			
12. _____	PC			
13. _____	PC			
14. _____	PC			
15. _____	PC			
16. _____	PC			
17. _____	PC			
18. _____	PC			
19. _____	PC			
20. _____	PC			
21. _____	PC			
22. _____	PC			
23. _____	PC			
24. _____	PC			
25. _____	PC			
26. _____	PC			
27. _____	PC			
28. _____	PC			
29. _____	PC			
30. _____	PC			
31. _____	PC			
32. _____	PC			
33. _____	PC			
34. _____	PC			
35. _____	PC			

Total For Quarter \$ \_\_\_\_\_



# REQUEST FOR PAYMENT

MONTGOMERY COUNTY, MARYLAND

**TO: DEPARTMENT OF FINANCE, DIVISION OF ACCOUNTS**

*Use of this form subject to provisions of Administrative Procedure 2 - 2*

Requesting Dept./Agency	Agency Code
Request Payment of the Attached Invoices To:	Total Amount

Items Previously Encumbered:

Invoice No.	Encumbrance No. or Call Number No.	Amount

Items Not Previously Encumbered:

FY	Invoice No.	Pseudo Code	Project Location	Obj. Code	Amount

Authorized Department Signature	Date
Approved/Division of Accounts	Date





DEPARTMENT OF FIRE AND RESCUE SERVICES  
MONTGOMERY COUNTY, MD.

## Purchase Approval Request

☐ Call Order --- Call Number: \_\_\_\_\_

☐ Purchase Request -- P.R. Number: \_\_\_\_\_ P.O. Number: \_\_\_\_\_

Items To Be Purchased:

---

---

---

---

---

---

---

---

☐ Operating Expense

Pseudo Code: \_\_\_\_\_

☐ Capital Outlay

Object Code: \_\_\_\_\_

Please answer the following:

1. Is the item covered by an existing contract? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Is the item \$1000 or less? Yes \_\_\_\_\_ No \_\_\_\_\_
3. MFD Vendor available? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Three price quotes are:

<u>Vendor ( List recommended vendor first)</u>	<u>MFD Vendor? (Y/N)</u>	<u>Price</u>
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____

Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

Bureau/Division: \_\_\_\_\_

Agency Number: \_\_\_\_\_

Approvals: \_\_\_\_\_

Date: \_\_\_\_\_

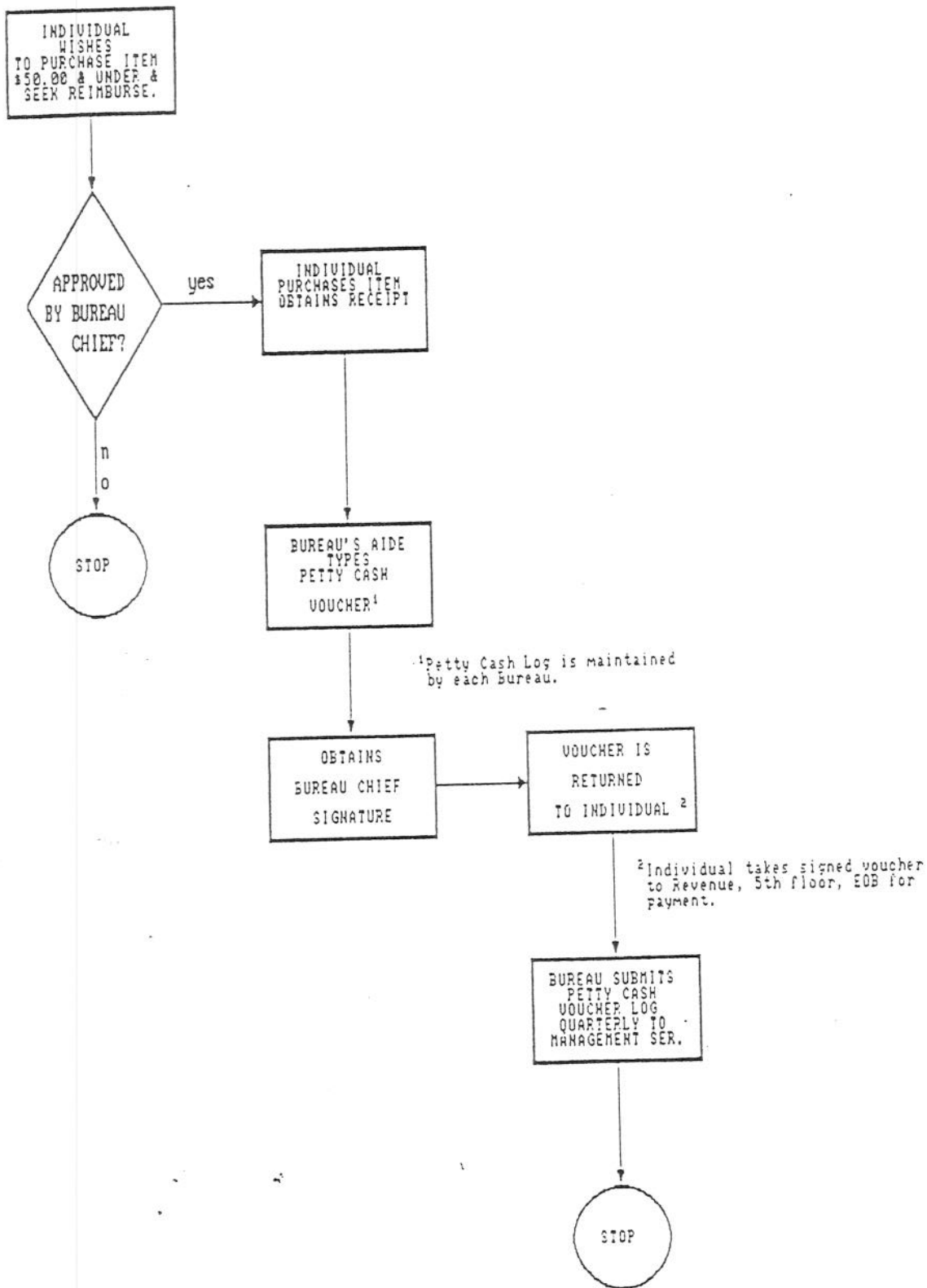
Approvals: \_\_\_\_\_

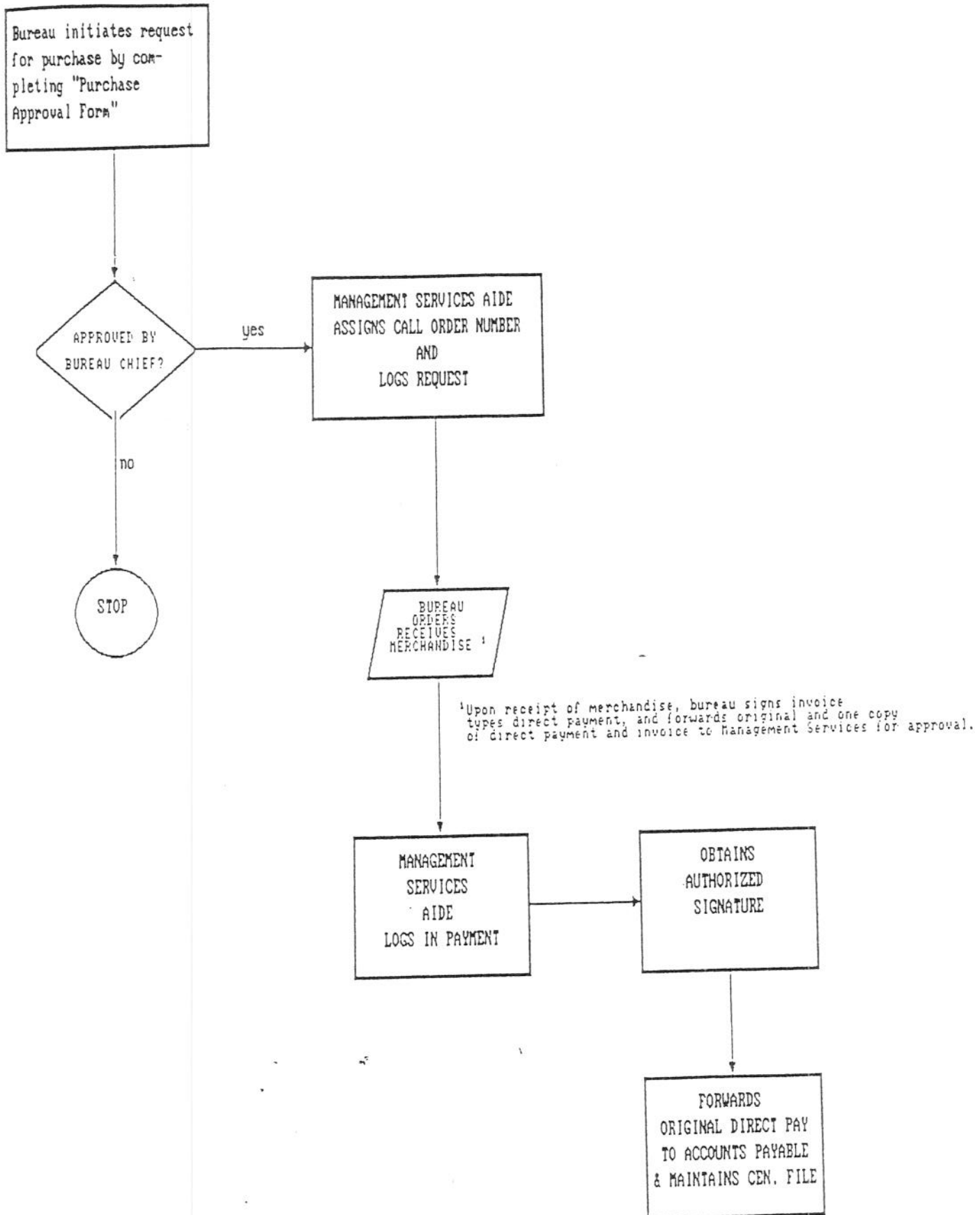
Date: \_\_\_\_\_



[illegible]

## PETTY CASH FLOW CHART, MARCH 1990





# PURCHASING REQUIREMENTS FLOW CHART, March 1998

## Attachment 7.6

